

## Appendix D

### NON-TOE POSTAL EQUIPMENT

The postal platoon requires equipment and supplies from multiple sources to accomplish its mission. Commanders and platoon leaders must ensure that all necessary equipment, not found on the TOE or readily available in the Army supply system, is procured and ready prior to deployment. This appendix is not all-inclusive, but it provides a list from which to start.

#### Postal Platoon Pre-pack Army Equipment

FSN	ITEM IDENTIFICATION	APPROX QTY
7110-656-1110	Desk, Field: removable lid, folding legs and stool/7 drawers/1 w/pad-lock	4
7110-266-7444	Case, Mail Distribution: 8 compartments, folding	4
7110-266-7443	Desk, Mail Distribution, folding wood	6
7110-266-7180	Table, Mail Dumping and stamping metal	2
7105-269-9275	Table, folding legs	5
7105-262-0684	Stool, folding, metal	3
7105-269-9264	Chair, folding, metal	6
7110-641-9033	Rack, mailbag, metal folding 6 bag cap	6
7110-242-5593	Safe, 2 shelves, 1 drawer	6
7310-264-4826	Office supply set, field w/components	2
7510-283-1799	File set, office record w/components	2
7110-273-6770	Filing cabinet, S 3x5, 1 drawer H, 15"d, 7"W	2
7420-264-6949	Adding and subtracting machine	4
7520-281-5931	Cash box steel single compartment	4

**DoD & DA Forms**

FORMS	TITLE	APPROX QTY
DD 285	Appointment of Military Clerk, Unit Mail Clerk or Orderly	100
DD 885	Money Order Control Record	500
DD 1115	Mailroom No Admittance Except to Authorized Personnel	4
DD 1118	Unit Mail Clerk Receipt for Funds and Purchase	100
DD 1384	Transportation Control & Movement Document	500
DD 1385	Cargo Manifest	5
DD 2257	Designation/Termination MPC-PFO-COPE-FPC	100
DD 2258	Temporary Mail Distribution Instructions	2
DD 2259	Report of Audit of Postal Accounts	100
DD 2260	Unit Mail Clerk/Orderly Designation Log	10
DD 2261	Registered Mail and Inventory	100
DD 2262	Receptacle Record	N/A
DD 2263	Mail Address/Combination Notice	N/A
DD 2273	Irregularities in Makeup and Dispatch of Mail	200
DA 3955	Change of Address and Directory Card	10000

**USPS Equipment**

ITEM NO.	TITLE	APPROX QTY
3600	Machine, Canceling, Class C (Model K & HD 2)	1
0853	Scale, 4 lb capacity	2
0854	Scale, Beam 100 lb capacity	1
0857	Scale, Automatic, 70 lb capacity	4
0858	Scale, Letter, 16 oz. capacity, graduated by 1/2 oz.	5
07400	Imprinter, Money Order	3
2010	Integrated Retail Terinal	2

**USPS General Supply Items**

SUPPLY NO.	DESCRIPTION	APPROX QTY
EP 9	Envelope, registry jackets, printed registry pouch bill envelope (4"x6")	100
EP 11	Envelope, printed, open-corner card, fill-in type return address, registry bill container & routing directive.	50
EP 390B	Envelope, printed, open corner card, fill-in type return address, preaddressed to Military Money Order Section 8" x 13.5"	100
EP 1865	--(White) general use B55 x 6"	50
EP 1865D	--for returning PS Forms 3579 undeliverable 2d, 3d, 4th, class mail	500
17	Stamp Requisition	3

**USPS General Supply Items**

<b>SUPPLY NO.</b>	<b>DESCRIPTION</b>	<b>APPROX QTY</b>
565	Registered Mail Application for Indemnity	25
08	Paper, paraffin coated, for stamps in high humidity	100
030B	Tape, gummed kraft paper, (requires moistening), 600 ft 2.5"w, medium duty	100
033	Tape, white, 2 ply, adding machine, 2.5, double sheet	25
041A	Paper, carbon, black, heavy weight, for pencil use, 3.5" x 6.25"	1
041B	Paper, 3.5" x 12.5"	1
041C	Paper, 3.75" x 14"	1
041D	Paper, 3.75" x 10"	1
041F	Paper, 5" x 10"	1
041H	Paper, 6" x 8"	1
041U	Paper, 8.5" x 11"	1
079A	Case, headers, manilla cards, 4" x 10.5"	200
0292E	Pen, ballpoint, assembly, with 24" chain, for lobby desks only	10
0292C	Refill only, medium point, for use with item 092E	25
0349A	Caps, plastic spout, for use on 4 and 8 ounce cans of ink	5

**USPS General Supply Items**

<b>SUPPLY NO.</b>	<b>DESCRIPTION</b>	<b>APPROX QTY</b>
0385E	Rubber bands, 1/4 lb box, NR 64 (NSN: 7510-00-243-3435)	10
0421A	Tapeline, graduated to 1/8" x 9", for measuring parcel post	5
0550H	Handle, rubber postmarking and canceling stamps	10
0570H	Handle, rubber registry canceler, for use with item 0681, black	10
0570R	Handle, rubber dating stamp, for use with item 570, red	5
0635	Rubber type, pica, in sets for days, months, 6 consecutive years, with tweezers	10
0660B	Ink, red, for rubber stamp pads, 8-ounce container	2
0661B	Ink, black, canceling, for stamps (rubber), 8-ounce container	2
0681	Stamp, rubber, black oval, for use in canceling stamps on registered mail, for use with 570H	2
0785C	Ink, black, canceling for metal stamps only (1 pint)	2
0813R	Seals, airmail, plastic, 1000	2
0817A	Seal, Car Doors, tin or electrogalvanized, numbered, 1000 per box	1
0817C	Seals, tin band, numbered, for registered mail	1
D1149	Container, for rubber bands (canvas)	2

**USPS Forms**

<b>SUPPLY NO.</b>	<b>DESCRIPTION</b>	<b>APPROX QTY</b>
673	Report of Rifled Parcel	25
1096	Cash Receipt	20
1957C	Request for Postal Pubs	10
1957D	Request for Postal Pubs	10
1567	Requisition for Rubber and Steel Stamps	5
1572	Inquiry About Receipt of International Mail	10
1578-B	Requisition for Nonstandard Facing Slips of Strips Labels (three-part set)	10
1586	Supply Record (card)	200
1590	Supplies and Equipment Receipt	50
1625	Record of Entry-Registry Section or Distribution Units	200
1628	Individual Key Record (card)	25
2865	Return Receipt for International Insured or Registered Mail (card)	25
2900	U.S. Military Mail by U.S. Commercial Air Carriers Dispatch Record (9 part set)	100
2942	AV-7 Delivery List (7 part set)	100
2942-A	AV-7 Delivery List (7 part set)	100
2966-A	Parcel Post Customs Declaration (label)	10000
2966-B	Parcel Post Customs Declaration (label)	1000
2966-E	Sleeves used with 2966-B	1000

**USPS Forms**

SUPPLY NO	DESCRIPTION	APPROX QTY
2976	Authority for Customers to open International Mail	1000
2976-A	Customs Declaration (used with PS Form 2976)	100
3295	Daily Record of Stamps, Stamped Paper, and Nonpostal Stamps on Hand	100
3367	Fixed Credit Receipt (pad/50)	1
3368	Stamp Credit Examination Record (card)	50
3369	Fixed Credit Receipt	100
3533	Reimbursement of Postage	100
3679	Undeliverable 2d, 3d, 4th or Controlled Circulation Matter (label)	2000
3602PO	Meter Books	3
3800	Receipt for Certified Mail (label)	2000
3801	Standing Delivery Order	200
3806	Receipt for Registered Mail (2 part set)	2000
3811	Return Receipt Registered, Insured and Certified Mail	500
3811A	Return Receipt	10
3812	Claims Form	20
3813	Receipt for Domestic Insured Parcel (pad/200)	5

**USPS Forms**

<b>SUPPLY NO.</b>	<b>DESCRIPTION</b>	<b>APPROX QTY</b>
3813-P	Receipt for Insured Mail-Domestic/ Insured	2000
3817	Certificate of Mailing	100
3826	Registry Irregularity Report	25
3827	Irregularity Report of Insured and COD Mail	25
3831	Receipt for Articles Damaged in Mail	50
3849	Delivery Notice or Receipt	4000
3854	Manifold Registry Dispatch Book 30-Entry	50
3857	Assignment of Number Blocks for Registered, Insured, Certified and COD mail	50
3861	Loss, Claim Filed by Mailer	100
3861-A	Numbered Loss Claim Filed by Mailer or Addressee	100
3882	Damaged Claim Filed by Mailer	100
3863	Damaged Claim Filed by Addressee	100
3875	Daily Balance-Registry Section	200
3877	Firm Mailing Book for Registered, Insured, cash on delivery (COD), and Certified Mail (book/150)	50
3883	Firm Delivery Book-Registered, Certified and Numbered Insured Mail (book/300)	75
3977	Duplicate Key Envelope	25



**USPS Forms**

SUPPLY NO.	DESCRIPTION	APPROX QTY
6019	Military Post Office (MPO) Report of Money Order Business	1000
6401	Request for Replacement Money Order	25
738	Supply Center Requisition	25
7381	Requisition for Services, Supplies or Equipment	5

**USPS Pre-Pack Labels, Notices,  
Posters, Tags and Signs**

LABEL NO.	TITLE	APPROX QTY
L19A	Airmail (sheet/80)	5
L21	Officially Sealed (pad/250)	2
L22	Dead Mail Matter	50
L41	Penalty- Post Office (pad/100)	1
L55	Mail Collection Times	5
L58	Penalty-Addressed to post master (PM) with Registered Number	25
L69A	Currency Strap, \$ 50.00	100
L69B	Currency Strap, \$ 100.00	100
L69C	Currency Strap, \$ 200.00	100
9D	Currency Strap, \$ 250.00	100

**USPS Pre-Pack Labels, Notices,  
Posters, Tags and Signs**

<b>LABEL NO.</b>	<b>TITLE</b>	<b>APPROX QTY</b>
L69E	Currency Strap, \$ 300.00	100
L69F	Currency Strap, \$ 500.00	100
L69G	Currency Strap, \$1000.00	100
L69H	Currency Strap, \$2000.00	100
L87	Registered Outside	50
L97	Rifled Parcel Label (pad/25)	1
N59	Domestic Postage Rates, Fees and Information (10 pgs folded)	5
POS74	Packaging Pointers	5
POS103	Postage Rates, Fees, and Information	10
TG3	Parcel Post, Special Delivery	100
TG4	Special Handling, Parcel Post	100
TG8	First-class Mail, Do Not Delay	1000
TG10	Supposed Liable to Customs Duty	1000

**USPS Rubber Stamps**

<b>ITEM</b>	<b>DESCRIPTION</b>	<b>APPROX QTY</b>
R9	Form 3579 Postage Due _____	5
R5	_____ Moved, Left No Address _____ No Such Number _____ Moved, Not Forwardable	5

	_____ Attempted, Not Known	
R50	Change of Address Due to Official Orders	2
R22	Damaged in Handling in the Postal Service	4
R139	Duplicate	2
R288	Final Notice	2
R112	First Class	5
R285	First Class Mail Enclosed	2
R2	Forwarded	1
R41	Found in Supposedly Empty Equipment	2
R115	Fourth Class	5
R103	Fragile	5
R59	Insufficient Address	1
R05	Insured (Inside oval border)	5
R104	Insured No.	5
R291	NAME _____ 1st Notice _____ 2nd Notice _____ Return _____	2
R169	Notified	2
R301	Parcel Airlift (PAL)	5
R105	Perishable _____	5
R4	Postage Due _____ Cents _____	1
R39	Received in Bad Condition at _____	2
R42	Received in Damaged Condition	2

**USPS Rubber Stamps**

ITEM	DESCRIPTION	APPROX QTY
R32	Received Unsealed at	2
R34	Received Without Contents At	2
R92	Registered	5
R94	Registered No. (without border)	5
R303	Restricted Delivery	5
R98	Returned Receipt Requested	5
R97	Returned Receipt Requested Showing Address Where Delivered	5
R53	Return to Sender (hand index)	1
R54	Return to Sender (hand index) Postage Due	1
R18	Returned For Better Address	2
R17	Returned For Postage	2
R230	Returned For_____Additional Postage, When Remailing, Delete Notice or Cover With Stamp	1
R1	Returned To Sender Reason Checked Unclaimed_____Refused ____Attempted ,Not Known ____Insufficient Address_____ No Street_____number No Office in State ____Do Not Mail In This Envelope_____Hand Index	4
R300	Space Available Mail (SAM)	5
R113	Second Class	5

**USPS Rubber Stamps**

ITEM	DESCRIPTION	APPROX QTY
R24	Second Notice, No Reply To First Notice Mailed	2
R246	Small Packet	5
R84	Special Delivery (large type)	5
R85	Special Delivery (small type)	5
R92	Special Handling (large type)	5
R81	Special Handling (small type)	5
R238	Spoiled	5
R114	Third Class	5
R36	To Avoid Delay In Delivery of Your Mail, Please Obtain A Form From the Post office for Notifying Correspondents and Publishers of Your Correct Address	
R27	To Avoid Delay In Delivery, Advise Your Correspondents and Publishers of Your Correct Address	2
R63	Unclaimed	2
R302	Undeliverable As Addressed	1

**Required Manuals and Regulations**

REG OR MANUAL	TITLE	APPROX QTY
DoD 4525.6-M	DoD Postal Manual Vol I and Vol II	3
IMM	USPS International Mail Manual	3
DMM	USPS Domestic Mail Manual	3

DMM	USPS Domestic Mail Manual	3
POM	USPS Postal Operations Manual	3
AR 600-8-3	Unit Postal Operations	2
HBMS 19	USPS Handbook 70lb. Scale, Model 1870	1
HBMS 36	USPS Handbook Small Canceling Machine	1
	USPS Handbook 100-Beam Scale	1
RPC	USPS Repair Parts Catalog Canceling Machine, Model "HD-2"	1
RPC	USPS Repair Parts Catalog-Items of Supply	1

### Replacement Equipment List

- 6019 MONEY ORDER REPORT
- 3811 RETURN RECEIPT
- 2261 REG. MAIL BALANCE AND INV SHEET
- 3295 DAILY STAMP RECORD
- 885 TRANSFER OF MONEY ORDERS
- 3877 FIRM MAIL BOOK
- 3817 CERTIFICATE OF MAILING
- PS136E FLIGHT LABEL TIE TAG
- PS135E REGISTERED MAIL FLIGHT TAG (LABEL)
- 3602A POSTAGE METER
- ACEND/DECEND BOOK
- PS TAB LABEL 14 FIRM SACK
- LABEL 97 RIFLE PARCEL LABEL
- 1096 CASH RECEIPT
- LABEL 200 REGISTRY LABEL
- 2966A WHITE CUSTOMS TAG
- 2976 GREEN CUSTOMS TAG
- 107 PRIORITY LABEL
- 3849 DELIVERY NOTICE
- 3883 DISPATCH
- 3854 REGISTRY DISPATCH
- 3806 REGISTRY RECEIPT
- 3813 NUMBERED AND
- 3813P UNNUMBERED INSURED
- 3369 CONSIGN CREDIT REPORT

**Replacement Equipment List**

- 3800 RECEIPT FOR CERTIFIED MAIL
- EP 3908 ENVELOPE FOR MONEY ORDER REPORT FOR REGS
- EP 9 ENVELOPE FOR INSIDE BILL
- EP 11 ENVELOPE FOR OUTSIDE BILL
- 135B BLANK FLIGHT TAGS
- 136B BLANK TIE ON TAGS
- PS3831 RECEIVED IN DAMAGE CONDITION REPORT
- PS 17 STAMP REQUISITION
- SINGLE DRAWER FILE CABINETS
- 5200 SERIES PAD LOCKS
- ASH BOXES LARGE AND SMALL
- CARBONS ALL SIZES
- INK BLACK AND RED WITH INK PADS
- DUCT TAPE AND OR 100 MILE/HOUR TAPE (AS MUCH AS YOU CAN BRING)
- RUBBER BANDS
- STAMPS (PRIORITY ESPECIALLY)
- APDS AND KILL BAR WITH APO NUMBERS 093 \_\_\_\_ \_\_\_\_
- TIN SEAL BANDS FOR EVERYTHING
- SAFES LARGE AND SMALL
- 8 X 1 WHITE STICK-ON LABELS BLANK AND PREPRINTED
- FANS/ AIR CONDITIONERS (HIGHLY RECOMMENDED)
- DOOR PIECES (HINGES, LATCHES ETC)
- BLUE TARP
- MOSQUITO COILS
- LARGE AND SMALL REFRIGERATORS (EXTRAS)
- MONEY ORDER MACHINES
- ZIPCODE BOOKS (AT LEAST 3 SETS)
- UPDATED MANUALS/REGULATIONS AND CHARTS FOR INTERNATIONAL AND DOMESTIC
- PAPER TAPE - AS MANY AS YOU CAN BRING
- PAPER BUTCHER TYPE BROWN
- SCOTCH TAPE
- 70LB FAN SCALES
- SLIDE LABELS FOR PRIORITY
- CALCULATIONS WITH CARBON TAPE AND PLUG ATTACHMENT (3)
- GLUE
- SPONGES WITH CUPS
- TO ORDER: SEE DOD VOL: 4565-6C
- FORMS AND #'s
- FEDERAL STRIP ACCOUNT # 18AE53